



TO: Rita Schneider, President, Historical Commission

FROM: Tami Urish, Planner I *TU*

DATE: April 19, 2016

SUBJECT: Certified Local Government (CLG) Research

The Lombard Historical Commission has expressed interest in applying for Certified Local Government status. One of the main benefits offered by this program is the availability of grant funds. Five local communities that are certified local governments were contacted for feedback on their experience: Downers Grove; Glen Ellyn; Hinsdale; Lemont and Plainfield.

Approval Process

	Approval Process	Number of Years as a CLG	Grants awarded 2005-2013
Downers Grove	Resolution Ordinance (copy attached)	7 years	\$15,000
Glen Ellyn	Unknown by staff contacted	>10 years	\$53,760
Hinsdale	Unknown by staff contacted	>10 years	\$19,704
Lemont	No formal action; approving the Historical Preservation Ordinance in 2002 provided the requirement to apply for CLG	>10 years	\$ 7,260
Plainfield	No formal action; Mayor and trustees supported the application	10 years	\$21,700

Day to day Administration

Downers Grove

The Village of Downers Grove was experiencing a significant amount of tear downs and there was a push to manage redevelopment in a neighborhood sensitive way that lead to the creation and implementation of a Historic Preservation Ordinance. It was deemed beneficial to create the ordinance using the CLG guidelines and then apply for the program. Preparing an annual report and any grant applications in addition to one training session per year is the amount of staff time required beyond the typical historic

preservation duties. The preparation of the annual report and the grants depends on the amount of activity of the previous year and type of grant. The day to day activities of being a CLG are the staff time dedicated to the day to day activities of administering the historic preservation ordinance. The Village of Downers Grove applied for two grants and was awarded both. The first grant in 2012 was for a historic survey, the second in 2016 was for an education program (not included in the table on page 1).

Glen Ellyn

Contact has been made with staff at Glen Ellyn however information is not readily available. It does not appear that the Planning staff files the required annual report.

Hinsdale

A former Hinsdale staff member reported that the certified local government status was sought in reaction to the many tear-down of houses. Other factors slowed down the tear downs, the certification did not have a direct effect. The Hinsdale Historic Preservation Commission shifted focus from preservation to promotion and educational programs due to lack of Commissioners' involvement and lack of funding. Staff spent minimal time on the certified local government requirements.

Lemont

Minimal specific impact related to being a CLG was reported for Lemont. The day to day activities of being a CLG are the staff time dedicated to the day to day activities of administering the historic preservation ordinance. The key difference is whether or not a municipality has a local historic preservation program, regardless of CLG status. Lemont is currently in the process of applying for the National Register for a portion of a local historic district which opens up tax credits for property owners. Being a CLG has helped with this application process.

Plainfield

The application for CLG did require some staff time the first year. Afterwards, the amount of work each year devoted by staff for CLG is minimal. An annual report in May is required with an update on:

- Meeting dates with copies of minutes
- Information on any new local landmarks
- Training attended by Historical Commissioners
- Resumes of each Historical Commissioner

Plainfield adopted their Historical Preservation Ordinance in 2004 and formed the Commission. They had to wait to apply for CLG until the Commission had more than a year's worth of meetings to report on. Plainfield did not pass an ordinance or resolution for CLG. The mayor and trustees supported staff's submittal of the application. Becoming a CLG had no impact on the functionality of the municipality in any way. Plainfield does not apply for a grant every year. The benefits are access to technological resources and architectural support, experts. The experience has been overall very positive and would recommend the program.

Summation

The overall experience of being a Certified Local Government appears to be positive according to the staff interviewed. Minimal staff time is required to prepare the required annual report and estimated to take approximately 10 hours depending on the level of activity. CLG activities do not require time separate from typical historic preservation duties. The intangible benefits include experts available to consult with and the status that historic preservation is taken seriously.

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VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
MAY 12, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Application to become a Certified Local Government	Resolution Ordinance ✓ Motion Discussion Only	Tom Dabareiner, AICP Community Development Director

SYNOPSIS

A motion has been prepared to authorize the Mayor to sign a letter requesting the State's approval for Certified Local Government status and directing staff to submit the proper application materials to the Illinois Historic Preservation Agency (IHPA).

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2008-2013 identified *Preservation of Our Residential and Neighborhood Character* with the supporting objective of *Preservation of neighborhood, unique historic architectural character, including urban forest and brick streets.*

FISCAL IMPACT

N/A

RECOMMENDATION

Approval on the May 19, 2009 consent agenda.

BACKGROUND

The Village Council adopted the Historic Preservation Ordinance on July 3, 2007 and the Historic Preservation Plan on April 7, 2009 with a Village goal to become a Certified Local Government (CLG) through the State's program. Staff has completed the required application materials and is requesting that Council accept the application, authorize the Mayor to send a certification request letter and direct staff to submit the application to IHPA.

The CLG program allows the Village to participate as a partner in state and federal preservation activities. The benefits of becoming a CLG are:

- Eligibility for matching grant funds to assist in the implementation of preservation programs
- Review of National Register of Historic Places nominations
- Resident eligibility in the Property Tax Assessment Freeze program
- Technical assistance from the IHPA

To become a CLG, the Village must have the following items:

- A historic preservation ordinance (adopted July 3, 2007)
- A preservation review commission (Architectural Design Review Board [ADRB])
- A historic preservation plan which includes goals and objectives (adopted April 7, 2009)
- An active local survey program to identify historic resources (within the historic preservation plan)
- A forum for public participation (ADRB process)

The CLG application items include:

- A list of contact information for the Village staff liaison and ADRB chairperson
- A resume of each ADRB member
- A copy of the relevant historic preservation documents

- An explanation of the Village's desire to become a CLG
- A procedure for public participation for National Register of Historic Places nominations
- A request for certification from Mayor Sandack

Once the application is submitted, the process will generally follow this procedure:

- A review of the application by IHPA
- A site visit from the IHPA (tentatively scheduled for June 2009)
 - Attend an ADRB meeting
 - A brief tour of the Village's historic areas and sites
- A submittal of any additional documentation as requested by IHPA
- A submission of the CLG application by the IHPA to the National Park Service
- Certification from the National Park Service.

Staff recommends the Council direct staff to submit the CLG application to the IHPA.

ATTACHMENTS

Letter from Mayor Sandack

CLG Application (does not include ordinances, Historic Preservation Plan or Downtown Design Guidelines)



www.downers.il.us

**COMMUNITY RESPONSE
CENTER**

630-434-CALL 2255

CIVIC CENTER

801 Burlington Avenue
Downers Grove
Illinois 60515-1776
630-434-5800
TEL 630-434-5511
FAX 630-434-5573

FIRE DEPARTMENT

ADMINISTRATION
5420 Main Street
Downers Grove
Illinois 60515-4854
630-434-5980
FAX 630-434-5908

POLICE DEPARTMENT

525 Burlington Avenue
Downers Grove
Illinois 60515-1787
630-434-5600
FAX 630-434-5690

**PUBLIC WORKS
DEPARTMENT**

5101 Walnut Avenue
Downers Grove
Illinois 60515-4072
630-434-5460
FAX 630-434-5495

**DEPARTMENT OF
COUNSELING AND SOCIAL SERVICES**

847 Caribs Street
Downers Grove
Illinois 60515-4761
630-434-5505
FAX 630-434-5899

April 16, 2009

**William Wheeler
State Historic Preservation Officer
Illinois Historic Preservation Agency
1 Old State Capitol Plaza
Springfield, IL 62701**

Dear Mr. Wheeler

The Village of Downers Grove hereby submits its application to become a Certified Local Government as provided for in the National Historic Preservation Act as amended.

The Village of Downers Grove local government has satisfied the minimum requirements for certification as spelled out in Illinois' Procedures for the Certified Local Government Program. Accompanying this letter are all the documents as requested on the application for certification. Should you need any additional materials or have any questions, please call our Planning Manager, Mr. Jeff O'Brien at 630-434-5520.

Sincerely,

**Ron Sandack
Mayor
Village of Downers Grove**

Enclosures

Cc: file

Preliminary Application for Certification

1. **Name of local government:** Village of Downers Grove
2. **Name & title of chief elected official:** Mayor Ron Sandack
Mailing address and telephone number: 801 Burlington Avenue
Downers Grove, IL 60515
630-434-5524
3. **Name of Preservation Commission:** Architectural Design Review Board
Mailing address and telephone number: Village of Downers Grove
Community Development Department
801 Burlington Avenue
Downers Grove, IL 60515
630-434-5515
4. **Place, day and time of regular meetings:** Village Hall
801 Burlington Avenue
Downers Grove, IL 60515

7:00 pm, 4th Thursday of each month
5. **Name, address & telephone of chairman:** Michael Davenport
6636 Blackstone Drive
Downers Grove, IL 60516
630-512-0917

Fax and email address: 630-512-0917 (same as phone)
mdavenportarch@yahoo.com
6. **Name, address, telephone & title of CLG contact person:** Jeff O'Brien, AICP
Planning Manager
Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515
630-434-5520

Fax and email address: 630-434-5572
jobrien@downers.us
7. **Ending date of community's fiscal year:** December 31

8. Why Downers Grove is seeking CLG status:

- To foster and promote historic preservation within the Village
- To participate in Federal and State preservation programs
- To have the ability to review National Register of Historic Places nominations
- To be eligible for matching grant funds to assist in the implementation of preservation programs
- To receive technical assistance from the Illinois Historic Preservation Agency (IHPA)

9. A list of board members and those board members who meet National Park Service Professional Qualification Standards (36CFR61):

Michael Davenport, Chairman, Qualified 36CFR61 – Architecture
Joseph Pappalardo, Qualified 36CFR61 – Architecture
David Matthies
Elena Falco
James Russ, Jr.
Carine Acks
Montrew Dunham, Qualified 36CFR61 - History

All board member resumes are attached.

10. Local historic resources survey program:

See attached Historic Preservation Plan, Implementation Plan, Goal 1 – Survey Program, page 8.

11. Procedures for administering public participation in the application for National Register Listing:

See attached procedures.

12. Summary of goals and objectives:

Goal 1 - Identify and preserve historically significant buildings, neighborhoods and sites throughout the Village.

Objectives –

1. Complete annual surveys of buildings based on estimated construction dates and location within the Village. Building surveys of the downtown area and immediately surrounding neighborhoods should take precedent.
2. Conduct Architectural Design Review Board Meetings to review requests for historic districts and landmarks.
3. Coordinate with other local governments, such as the School and Park Districts, to identify potentially historic sites and buildings. These local

governments may also have records which could assist in documenting the historic nature of the resource.

Goal 2 - Develop public outreach and education for Historic Preservation.

Objectives –

1. Partner with local community organizations to promote historic preservation.
2. Reach out to residents through printed materials in Village sponsored publications, newspapers, websites, brochures, public seminars, preservation awards, focused mailings, and partnerships with local community groups.
3. Investigate partnership opportunities with local historic preservation college programs to develop and complete survey programs.
4. Maintain historic preservation expertise by having ADRB and Village staff members attend historic preservation conferences and seminars.

Goal 3 – Become an Illinois Certified Local Government and maintain certification

Objective –

1. Complete required application. The application requires:
 - a. Village contact information
 - b. ADRB contact information
 - c. Explanation of why the Village is seeking CLG status
 - d. A letter of request for certification from the Mayor
 - e. ADRB member resumes
 - f. A description of the Village's historic resources survey program
 - g. A procedure for administering public participation in National Register of Historic Places nominations
 - h. A copy of the Village's Historic Preservation Ordinance, Historic Preservation Plan and Design Guidelines
 - i. A list of locally designated historic resources
2. Maintain certification through an annual report This annual report includes:
 - a. Documentation of the number of cases heard and properties designated
 - b. Description of local survey efforts
 - c. Description of monitoring of alterations or demolitions
 - d. Summary of ADRB activities and accomplishments
 - e. Documentation of Commission representation in at least one informational or educational meeting pertaining to historic preservation.
3. Develop historic preservation projects which may qualify for CLG grant funding. Grant applications are reviewed by the Illinois Historic Preservation Agency (IHPA) during the summer with award in the fall.

Goal 4 – Provide grants to local business owners to undertake historically sensitive rehabilitations on existing downtown buildings.

Objectives –

1. Develop downtown design guidelines
2. Establish grant program through Village Council budget process and downtown TIF fund for downtown business owners
3. Establish grant requirements and technical review committee

13. Attachments:

A. Letter of request for certification –

See attached letter from Mayor Sandack

B. Copies of the Village's Historic Preservation ordinances, rules, and regulations:

See attached:

Downers Grove Municipal Code Chapter 12 – Historic Preservation Ordinance
Resolution No. 2004-73, A resolution establishing the Downers Grove Architectural
Review Board

Ordinance No. 4881, An ordinance establishing an Historic Preservation Ordinance
Motion 00-03457, Accept the Downers Grove Downtown Pattern Book

Ordinance No. 5036, An ordinance adopting a façade improvement plan

Resolution No. 2009-40, A resolution adopting a Historic Preservation Plan

C. List of locally designated landmarks and copies of nomination forms for landmarks and districts not currently listed on the National Register of Historic Places –

Locally Designated Properties

5256 Carpenter Street, The Drew House, landmarked October 21, 2008

4943 Highland Avenue, The Bunge House, landmarked April 21, 2009

National Register Properties

1400 Maple Avenue, Avery Coonley School

Landmarks Preservation Council of Illinois – Preservation Easements

1741 Prairie Avenue, The David Kline House

There are no outstanding nomination forms for landmarks and districts not currently listed on the National Register of Historic Places.

D. Copy of procedures or plans for surveying and documenting historic properties –

See attached Historic Preservation Plan, Implementation Plan, Goal 1 – Survey Program, page 8.

E. Copy of local design guidelines –

See attached Design Guidelines for the Downers Grove Downtown Business District

F. List of board members –

See # 9 above and attached resumes

G. Copy of preservation plan –

See attached Historic Preservation Plan

NATIONAL REGISTER REVIEW PROCEDURES FOR INVOLVING THE PUBLIC

1. Interested persons wishing to be notified of pending National Register nominations should provide their name and e-mail address to the Village's CLG coordinator. The CLG coordinator will create an electronic National Register mailing list.
2. Each nomination received from the State Historic Preservation Officer (SHPO) will be logged in, with date and materials noted. The nomination will be assigned a petition number for tracking.
3. Village staff will inform the property owner of record, applicant and the National Register electronic mailing list that the proposed nomination has been received, and inform them of the date, time and place when the nomination will be reviewed by the Architectural Design Review Board (ADRB).
4. Village staff will review the application and complete a staff memo which will include a staff recommendation. A hard copy of the staff memo with a copy of the nomination will be forwarded to the ADRB members, the Director of Community Development, the Village Manager and the Downers Grove Public Library. An electronic copy of the memo and nomination will be posted on the Village's website.

The memo and nomination will be available for public viewing at the library or via the Village website the Friday prior to the regularly scheduled ADRB meeting. The memo and nomination may also be available for viewing by contacting Village staff.
5. The nomination will be considered at the next regularly scheduled ADRB meeting. Notice of the meeting will be provided to the property owner of record, applicant and the National Register electronic mailing list. The meeting agenda will be posted on the Village website at the same time as the staff memo and nomination.
6. At the ADRB meeting when the nomination is considered, the property owner of record, applicant and public will be invited to comment upon the merits of the nomination.
7. Following a discussion of the nomination's merit, the ADRB will vote on whether or not to recommend the nomination to the Illinois Historic Sites Advisory Council (IHSAC).
8. The Village Council shall review the ADRB recommendation and vote on whether or not to recommend the nomination to the Illinois Historic Sites Advisory Council (IHSAC).
9. Village staff shall prepare a written memo containing the recommendation of the ADRB and Village Council and will transmit the information to the SHPO by the deadline stipulated by the SHPO.
10. Village staff will forward a copy of the memo to the ADRB, the chief elected official, interested parties upon request, the property owner of record and applicant as notification that the nomination has been forwarded to the SHPO for further consideration by the IHSAC. The notification will include an explanation of National Register review and appeal procedures.

HISTORIC PRESERVATION COMMISSION MEMBERS RESUME FORMAT

Name of local government: Village of Downers Grove

Commissioner name: Michael Davenport

Mailing address: 6636 Blackstone Drive
Downers Grove, IL 60516

Home address: Same as mailing

Telephone: Business: 630-512-0917 Home: 630-512-0917

Term of membership: 3 year

Date term expires: 8/31/2011

Occupation: Architect

Does your occupation satisfy a membership requirement? Yes No

Education: Bachelor of Architecture
Illinois Institute of Technology

Please specify your knowledge, expertise and/or demonstrated interest in historic preservation
(e.g. member of a preservation organization, hands-on experience, training, etc.)

HISTORIC PRESERVATION COMMISSION MEMBERS RESUME FORMAT

Name of local government: Village of Downers Grove

Commissioner name: Joseph Pappalardo

Mailing address: 6261 Fairmount Avenue
Downers Grove, IL 60516

Home address: Same as mailing

Telephone: Business: N/A Home: 630-964-0011

Term of membership: 3 year

Date term expires: 8/31/2011

Occupation: Retired architect

Does your occupation satisfy a membership requirement? Yes No

Education: Bachelor of Architecture
University of Illinois

Please specify your knowledge, expertise and/or demonstrated interest in historic preservation
(e.g. member of a preservation organization, hands-on experience, training, etc.)

HISTORIC PRESERVATION COMMISSION MEMBERS RESUME FORMAT

Name of local government: Village of Downers Grove

Commissioner name: David Matthies

Mailing address: 4417 Downers Drive
Downers Grove, IL 60515

Home address: Same as mailing

Telephone: Business: 630-322-8506 Home: 630-322-8506

Term of membership: 3 year

Date term expires: 8/31/2011

Occupation: Builder

Does your occupation satisfy a membership requirement? Yes No

Education: Downers Grove North High School

Please specify your knowledge, expertise and/or demonstrated interest in historic preservation
(e.g. member of a preservation organization, hands-on experience, training, etc.)

HISTORIC PRESERVATION COMMISSION MEMBERS RESUME FORMAT

Name of local government: Village of Downers Grove

Commissioner name: Elena Falco

Mailing address: 4535 Seeley Avenue
Downers Grove, IL 60515

Home address: Same as mailing

Telephone: Business: 630-769-9050 Home: 630-918-9590

Term of membership: 3 year

Date term expires: 8/31/2010

Occupation: Realtor

Does your occupation satisfy a membership requirement? Yes No

Education: Bachelor of Arts, Psychology
University of Illinois

Please specify your knowledge, expertise and/or demonstrated interest in historic preservation
(e.g. member of a preservation organization, hands-on experience, training, etc.)

HISTORIC PRESERVATION COMMISSION MEMBERS RESUME FORMAT

Name of local government: Village of Downers Grove

Commissioner name: James Russ, Jr.

Mailing address: 1218 Maple Avenue
Downers Grove, IL 60515

Home address: Same as mailing

Telephone: Business: 630-969-2300 Home: 630-963-3934

Term of membership: 3 year

Date term expires: 8/31/2010

Occupation: Attorney

Does your occupation satisfy a membership requirement? Yes No

Education: Bachelor of -----
Marquette University

Juris Doctorate
Marquette University Law School

Please specify your knowledge, expertise and/or demonstrated interest in historic preservation
(e.g. member of a preservation organization, hands-on experience, training, etc.)

HISTORIC PRESERVATION COMMISSION MEMBERS RESUME FORMAT

Name of local government: Village of Downers Grove

Commissioner name: Carine Acks

Mailing address: 5217 Fairmount Avenue
Downers Grove, IL 60515

Home address: Same as mailing

Telephone: Business: 630-969-2878 Home: 630-881-7498

Term of membership: 3 year

Date term expires: 4/30/2009

Occupation: Educator - teacher

Does your occupation satisfy a membership requirement? Yes No

Education: Bachelor of Arts in Economic & Finance, University of Illinois at
Champaign/Urbana 1979
Masters in Teaching, National-Louis University 2006
Masters in Reading Specialist, Concordia University 2010

Please specify your knowledge, expertise and/or demonstrated interest in historic preservation
(e.g. member of a preservation organization, hands-on experience, training, etc.)

I am a history teacher who has a passion for historical preservation and architecture. I believe we have many things to learn from our past. As a life time member of the local Downers Grove Historical Museum and the Chicago Architecture Foundation, I am able to share my love of history and historic preservation. My own home is a 100-plus year old home in my community. I am happy to serve on the Architectural Design Review Board so I may learn more about the community I live in and help to educate others about historical preservation.

HISTORIC PRESERVATION COMMISSION MEMBERS RESUME FORMAT

Name of local government: Village of Downers Grove

Commissioner name: Montrew Dunham

Mailing address: 5801 Dunham Road
Downers Grove, IL 60516

Home address: Same as mailing

Telephone: Business: N/A Home: 630-971-0858

Term of membership: 3 year

Date term expires: 4/30/2009

Occupation: Historian

Does your occupation satisfy a membership requirement? Yes No

Education: Bachelor of Arts, _____
Butler University

Master of Arts, _____
Northwestern University

Please specify your knowledge, expertise and/or demonstrated interest in historic preservation
(e.g. member of a preservation organization, hands-on experience, training, etc.)